6.   (Amended) A method of authoring a document which contains a document goals outline and a document presentation outline, comprising:

storing data in memory;

receiving an input through a user interface; and

linking the goals outline to the document presentation outline based on the input and the data to at least partially author the document, wherein the document goals outline comprises organization of document information content and the presentation outline comprises appearance characteristics.

10.   (Amended) A method of authoring a document, comprising:

storing data in a memory;

receiving inputs through a user interface;

linking a goals outline comprising organization of document information content to a presentation outline based on the inputs and the data;

receiving external information by the controller;

generating a card based on the external information; and

storing the card as data in the memory.

13.   (Amended) A method of authoring a document, comprising:

storing data in a memory;

receiving inputs through a user interface;

linking a goals outline comprising organization of document information content to a presentation outline based on the input and the data; and

displaying on the display device a meta-level display of the goals outline and the presentation outline.